



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY **Internal and External Notification**

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: Administrative Specialist FY16-70

DEPARTMENT: Facilities Management

ENTRY SALARY: \$12.84 per hour, plus benefits

PAY GRADE: 10

REQUIREMENTS: Perform a variety of secretarial and clerical duties to assist in ensuring effective and efficient office operation. Tasks include general bookkeeping, records maintenance and information management. Proficiency in Microsoft Office. Assists with special projects for the department. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

MINIMUM QUALIFICATIONS: Requires a high school diploma or GED with vocational or technical school training in business, secretarial science or related field and a minimum of one year experience performing general office, clerical and bookkeeping tasks; any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must have the ability to maintain confidentiality to sensitive information.

DEADLINE FOR APPLICATIONS: 5:00 PM – May 2, 2016

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655

POSTED: 04/18/2016